
Purpose	Provide guidance for the retention of all records maintained by the local agency.
Retention Period	<p>A. All records should be retained for a minimum period of three years after closeout of the period for which records pertain. The fiscal year for the program extends from October 1 to September 30.</p> <p>1. All records with transactions relating to that fiscal year must be kept for a period of three years from the closeout, which usually occurs in January. For more information on disposal of records see Volume V, Section L.</p>
Local Agency Policy	<p>A. Local agencies should adopt their own written policy regarding retention and disposal of records. A local agency policy would reflect how all federal and state requests will be met as well as how any legal guidance is to be incorporated.</p> <p>1. It is suggested that local agencies consult an attorney regarding other legal considerations involved in the retention of medical and administrative records, particularly medical records of minors.</p> <p>B. If you have any questions concerning retention of records, contact the WIC Administrative Operations Coordinator.</p>
Exceptions	<p>A. Exceptions to the three year retention rule include the following:</p> <p>1. Waiting Lists should be retained for 90 days after all participants have been removed.</p> <p>2. Records of walk-in applicants who do not return for their scheduled appointment should be retained for 90 days.</p> <p>3. Records should be retained for three years from the closing date of an outstanding audit.</p>
